

Foundations



2004 Application Package

Revised March 2004

HOME - CDBG - Housing Trust Fund

Indiana Housing Finance Authority
Lt. Gov. Katherine Davis, Chairman
Kimberly A. Wize, Executive Director

30 South Meridian, Suite 1000
Indianapolis, IN 46204
Telephone: 317.232.7777
Toll Free in Indiana: 800.872.0371
Fax: 317.232.7778
Website: <http://www.indianahousing.org>

Application Process

Overview

Successful affordable housing developments begin with a solid development plan. The planning process should include a careful assessment of local needs, the existing housing market, the involvement of the local community, a financial feasibility assessment, an implementation schedule, and an identification of resources. At the broadest level of planning, the housing needs assessment provides an overall analysis of a community's housing needs. Once a specific site is chosen, a feasibility study can provide development-specific information. For Community Housing Development Organizations, CHDO Predevelopment Loans or CHDO Seed Money loans are an additional source of predevelopment financing. Not-for-profits, public housing authorities, and for-profit entities may use a HTF Seed Money Loan for their predevelopment financing needs.

We suggest that you consider the following factors when undertaking affordable housing activities:

1. Applicants should work to meet the needs of their specific community.
2. Applicants are encouraged to reach the very low-income levels of 30% of area median income.
3. Applicants are encouraged to use Indiana contractors, employees, and products.
4. IHFA encourages all developments to be energy-efficient and of the highest quality attainable within a reasonable cost structure.
5. Participation by affected low- and moderate-income citizens should be an integral part of the process. Applicants should describe the steps they will take to solicit public opinions and encourage low/moderate participation and any formal capacities in which low- and moderate-income citizens will serve in the process.
6. Encourage the use of Minority Business Enterprise/Women-Owned Business Enterprise.

Application Review

Each application must address one integrated activity. The program may have more than one component; however, it must clearly demonstrate an integrated approach to the problem described. Applications are reviewed in a three-step process:

Step One - Completeness

On or before the application deadline, the applicant must provide all required exhibits and attachments. Periodically, IHFA staff will contact an applicant after an application deadline to request clarification of information contained in a pending application. These applications are not necessarily considered incomplete by IHFA. However, if the Authority requests additional information from the applicant, all documents are due on or before the date provided by IHFA staff.

Step Two - Threshold

The application must meet each of the applicable threshold criteria.

Step Three - Scoring

Applications that pass the completeness and threshold reviews are then scored according to IHFA's published scoring criteria.

Applications failing to meet these requirements will not be scored.

IHFA may allow additional information to be submitted for applications identified as being incomplete. Upon timely receipt of requested information, these applications may then be allowed to compete for funding. However, points will be subtracted from the applicant's final score.

Funding Rounds for 2004

****Note:** This is an anticipated schedule and is subject to change or be extended. Potential applicants should check [IHFA's website](#) under the "Calendar of Events" link located on the lower left side of the screen for an updated list of deadlines. ******

Round 1	Application Workshop	April 16, 2004 (half day)
	Application Due Date	May 21, 2004
	Award Announcements	July 22, 2004
	Start Up Training	August 18, 2004
Round 2	Application Workshop	August 5, 2004 (half day)
	Application Due Date	September 24, 2004
	Award Announcements	November 18, 2004
	Start Up Training	December 8, 2004

Application Submission

On the application due date, the applicant must submit the following:

- **One (1) original application with tabbed attachments**
- **One (1) copy of the original application with tabbed attachments**
- **One (1) CD-ROM or diskette with all application forms**
- **One (1) CD-ROM or diskette with all tabbed attachments (if applicant has this capability)**

These items must be received by the close of business (5:00 p.m., Indianapolis time) at the IHFA offices on the due date. Late applications will not be scored. Faxed or e-mailed applications will not be accepted.

All copies of the application should be double-sided and separated by lettered tabs. See the Application Table of Contents, page 2, for a list of the contents of each tab and order of submission. Clearly mark the original and number each page of your application. The applications should be bound with an appropriately sized binder clip and have the Application Cover Page as the cover. Do not three-hole punch and put it in a binder or spiral bind the application.

All applicants must retain this application package. Applicants that receive funding will be bound by information contained herein.

Applications should be submitted to the following address:

**Attn: Foundations
Indiana Housing Finance Authority
30 South Meridian Street, Suite 1000
Indianapolis, IN 46204**

IHFA's offices are located on the tenth floor of 30 South Meridian Street. A map showing IHFA's location is available in the Appendices.

Technical Assistance and Site Visit

Applicants are encouraged to contact their IHFA Allocation Analyst upon determining that they may be interested in submitting a Foundations application. Upon request, IHFA staff will provide technical assistance to organizations that anticipate applying for IHFA funding. While formal notice of intent to submit an application is not required, applicants are encouraged to discuss their application with their [Allocation Analyst](#) prior to submission.

Application Workshop

A half-day application workshop is scheduled prior to each application deadline. At this workshop, IHFA staff will review the requirements of the program, scoring criteria, and how to complete the required forms. Those organizations intending to submit an application for funding are strongly encouraged to attend. Reservations for these workshops are required and can be made [online](#), by facsimile (317) 232-7778, or by calling the Allocation Assistant at (800) 872-0371.

Start Up Training

Following the award date for each funding round, the IHFA Compliance Staff conducts a half-day Start-Up Training for all Foundations award recipients. This session is required for all new applicants and those that have had difficulty administering past awards. At this training event all regulatory requirements for administering these funds, required record keeping, and the forms and reports that must be submitted to IHFA are reviewed. Applicants that are unfamiliar with administering HOME, CDBG, or HTF funds are also invited and encouraged to attend one of these training events prior to application submission. Reservations are required and may be made [online](#), by facsimile (317) 232-7778, or by calling the Compliance Assistant at (800) 872-0371.

Implementation Manual

This manual has been designed and written to assist in the implementation of housing programs receiving HOME and CDBG funds awarded by the Indiana Housing Finance Authority via the Foundations program. The procedures documented in this manual address the required record keeping systems, reporting requirements, award monitoring, and modification procedures in addition to specific program requirements, regulations and definitions. If you would like a copy prior to receiving an award, you can download a copy from [IHFA's website](#).

Compliance on Foundations Awards

Foundations award recipients should direct paperwork and questions to the appropriate IHFA staff person. The chart below outlines appropriate IHFA staff:

Contact Person:	CDBG	HOME	HTF
Draws	Program Accountant	Program Accountant	Program Accountant
Ongoing TA & Closeout	Compliance Associate	Compliance Associate	Compliance Associate

Request for Copies of Past Applications

Anyone wishing to obtain a copy of the application forms submitted by another funded applicant may submit a written request to IHFA along with payment for copying and postage. For additional information or an estimate of the cost see [IHFA's website](#) or contact IHFA's Allocation Assistant at (800) 872-0371.

Suspension Policy

Applicants are subject to IHFA's current suspension policy.

Allowable Pre-Agreement Costs

All costs that are eligible for reimbursement under the Foundations program may be incurred prior to award execution by the applicant, subrecipient, or administrator procured by the applicant. Any pre-agreement cost incurred up to six months prior to the initial application date will be valid for a period of one year from the date of such application.